

POLICE COMMANDER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To direct, manage, supervise and coordinate the activities and services of either the Support Services or Field Services Division within the Police Department; to oversee criminal and internal investigations and patrol functions; and to provide complex administrative support to the Police Chief.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Police Chief.

Exercises direct supervision over supervisory, professional, technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS – *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assume management responsibility of either the Support Services or Field Services Division within the Police Department; recommend and administer policies and procedures.
2. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate and review the work plan for assigned law enforcement personnel; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Oversee criminal investigation functions including investigations against persons and property, and management of cases involving juveniles.
6. Review and supervise the investigation of citizen complaints against sworn officers; recommend appropriate actions to be taken.
7. Oversee, coordinate and participate in various field and patrol services including the police officer reserve program, SWAT team operations and traffic safety functions; respond to calls for service as required.
8. Oversee assigned support services operations including property and evidence control, dispatch functions and records maintenance.
9. Serve as custodian of police records; confer with outside attorneys regarding control and release of confidential law enforcement documents and records.
10. Oversee the operations and maintenance of the in-house computer system; research and evaluate various methods of automating record keeping.

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Essential Functions:

11. Coordinate the timely preparation of reports for the Department of Justice including death case reports, reports of officers killed in the line of duty and various reports on criminal investigations.
12. Oversee and administer the department's crime prevention program including neighborhood watch, community presentations and distribution of crime prevention information.
13. Train, motivate and evaluate assigned law enforcement personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and recommend termination procedures as appropriate.
14. Maintain discipline and morale of personnel; make recommendations for reprimands, suspensions, demotions, transfers, dismissals, awards and special recognitions.
15. Participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
16. Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
17. Represent the Police Department to other departments, elected officials, media and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
18. Provide staff assistance to the Police Chief; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
19. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.
20. Assume responsibility for the operations of the Police Department in the absence of the Police Chief.
21. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a comprehensive law enforcement program.
Effective team building and leadership techniques.
Policies and procedures of a Police Department.
Principles and practices of law enforcement.
Methods and techniques of conducting criminal investigation.
Laws governing the apprehension, arrest and custody of accused persons.
Laws governing the gathering, control and maintenance of property, evidence and law enforcement records.
Use of firearms and other modern police equipment.
Recent court decisions affecting law enforcement.
Principles and practices of program development and administration.
Principles of business letter writing and basic report preparation.
Principles and practices of budget preparation and administration.

Knowledge of:

Principles of supervision, training and performance evaluation.
Pertinent Federal, State and local laws, codes and regulations.

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Ability to:

Oversee the activities and services of an assigned division within the Police Department.
Administer division goals, objectives and procedures.
Identify and respond to sensitive community and organizational issues, concerns and needs.
Organize and coordinate the work of law enforcement staff.
Select, supervise, train and evaluate law enforcement staff.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze and evaluate new service delivery methods and techniques.
Perform criminal investigations involving complex and sensitive situations.
Oversee and coordinate various field and patrol services.
Serve as custodian of police records.
Respond to requests and inquiries from the general public.
Prepare clear and concise administrative reports.
Prepare and administer large and complex budgets.
Discharge firearms in a safe and effective manner.
Interpret and apply applicable Federal, State and local policies, laws and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.
A typical way to obtain the knowledge and abilities would be:*

Experience:

Five years of increasingly responsible experience in law enforcement, including two years of administrative and supervisory responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in criminal justice, police science, public administration or a related field.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of a valid P.O.S.T. Supervisory Certificate.

WORKING CONDITIONS

Environmental Conditions:

Emergency peace control and office environment; travel from site to site; exposure to potentially hostile environments.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for heavy or moderate lifting; walking, sitting or standing for prolonged periods of time; discharging firearms; reacting quickly to emergency situations; operating motorized vehicles.